

**APPLICATION TO OPERATE A MOBILE
FOOD UNIT/COMMISSARY**

PERMIT YEAR IS APRIL 1ST THROUGH MARCH 31ST

Name of Mobile Unit: _____

Owner Name: _____

Mailing Address: _____ City: _____ ZIP Code: _____

Daytime Phone: _____ Email: _____

Name of Commissary: _____

Commissary Address: _____ City: _____ ZIP Code: _____

Mobile Unit Operating Location: _____ City: _____ ZIP Code: _____

Check all that apply:

- New Permit Permit Renewal Change of Ownership Change of mailing address
- Mobile Reciprocity Classification Change: 67 _____ Permit Number: PR _____
- Change of Commissary (\$25 fee) Previous Commissary Name/Address _____
- Change of Business Name/ Previous Business Name: _____

Notice: By signing this form, you attest to the accuracy of the information and that you will comply with the food code.

SIGNATURE: _____

DATE: _____

Call (206) 263-9566 if you do not receive a renewal application by February 28th. Be sure to renew your permit before it expires.

PAYMENT INFORMATION

See back of form for fee schedule & refund policy.

New! Now you can renew on-line at kingcounty.gov/ehs/portal

Complete if applicable:	Permit Fee	\$ _____
New Operation: Date Opening _____	Late Fee	\$ _____
Seasonal Operation:	Field Plan Review Fee	\$ _____
Date of Opening _____	Seasonal Fee	\$ _____
Date of Closing _____		
Seating Capacity (if seating is provided) _____	Total Due	\$ _____

MAKE CHECKS PAYABLE TO: PHSKC

WEBSITE: kingcounty.gov/FoodSafety

DOWNTOWN
401 5th Avenue, 11th Floor
Seattle, WA 98104
206-263-9566

EASTGATE
14350 SE Eastgate Way
Bellevue, WA 98007
206-477-8050

Office Use Only

Mobile PR _____ FA _____ PE _____ PLAN REVIEW SR _____ MOBILE STICKER # _____

Commissary PR _____ FA _____ PE _____ VARIANCE SR _____ DATE FACILITY OPENED _____

INSPECTOR NAME (print) _____ SIGNATURE _____ DATE _____

PERMIT CATEGORY	Classification/Fee Risk 1	Classification/Fee Risk 2	Classification/Fee Risk 3
General Food service- 0-12 seats	6701 - \$425	6702 - \$668	6703 - \$911
General Food Service- 13-50 seats	6711 - \$425	6712 - \$729	6713 - \$972
General Food Service- 51-150 seats	6721 - \$425	6722 - \$729	6723 - \$1,094
General Food Service- 151-250 seats	6731 - \$425	6732 - \$851	6733 - \$1,215
General Food Service- over 250 seats	6741 - \$425	6742 - \$911	6743 - \$1,337
Limited Food service- no permanent plumbing	6757 - \$425	NA	NA
Bakery- no seating	6751 - \$547	6752 - \$608	6753 - \$911
Bed and Breakfast	6761 - \$425	NA	NA
Grocery Store- no seating	6765 - \$425	6766 - \$790	NA
Caterer	6771 - \$547	6772 - \$729	6773 - \$911
Meat/Fish Market	NA	NA	6777 - \$911
Vending Machine	6775 - \$425	NA	NA
Mobile Food Unit	6781 - \$608	6782 - \$972	6783 - \$1,215
Nonprofit Institution - unlimited seating *nonprofit organization but charges a fee for food	6735 - \$425	6736 - \$668	6737 - \$911
DFDO * nonprofit organization & distributes food free of charge to the needy	6746 - \$425	6747 - \$668	6748 - \$911
DFDO * active & exempt from billing	6846 - \$0	6847 - \$0	6848 - \$0
School Lunch Program	NA	6792 - \$668	NA

PRORATION SCHEDULES

FOR PERMANENT FOOD ESTABLISHMENTS

Starting operation:

On or after April 1 but before July 1	100% of annual permit fee
On or after July 1 but before October 1	75% of annual permit fee
On or after October 1 but before January 1	50% of annual permit fee
On or after January 1 but before April 1	25% of annual permit fee

FOR SEASONAL FOOD ESTABLISHMENTS

“Seasonal food establishment” means a food establishment that routinely operates for less than twelve consecutive months each year.

Operating more than 10 months and up to 12 months	100% of annual permit fee
Operating more than 7 months and up to 10 months	75% of annual permit fee
Operating more than 4 months and up to 7 months	50% of annual permit fee
Operating 4 or fewer months	25% of annual permit fee

PLAN REVIEW FEES

New Construction	4 hour base fee (\$972) + \$243/hr after 4 hours
Remodel	3 hour base fee (\$729) + \$243/hr after 3 hours
Multiple plan review in one facility	3 hour base fee (\$729) + \$243/hr after 3 hours
Resubmitted plan review-billable	\$243/hr
Subsequent preoccupancy or field plan review	2 hour base fee (\$486) + \$243/hr after 2 hours
Changes to Mobile and Limited Food Service Establishments	\$486 + \$243/hr after 2 hours

LATE FEES

Annual permits 10-30 days	10% of annual permit fee
Annual permits 31 days – 60 days	20% of annual permit fee
Annual permits more than 60 days	30% of annual permit fee
Seasonal permits	\$25

MISCELLANEOUS FEES

Facility Name Change (with no other changes)	\$25
Commissary Change (caterers and mobiles)	\$25
Processing a refund	\$25
Check returned by bank	\$35
Request for variance and/or HACCP review	\$243/hr
After hours inspection	Cost of service

Refund Policy

Permit fees may only be refunded if Public Health denies the permit application, the applicant withdraws the application before the permit is issued, the food establishment permit has been overpaid, or as otherwise provided in BOH 2.10.100. An administrative fee of \$25 is deducted from each refund (BOH 2.06.070).